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Wisconsin Free Library Commission
Instructional Department
No. 3

Picture Collections in Small Libraries

By Grace E. Salisbury

Madison, Wisconsin
November, 1907

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Picture Collections in Small Libraries

By Grace E. Salisbury
Librarian of State Normal School, Whitewater, Wis.

Madison Wisconsin
November 1907

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PICTURE COLLECTIONS IN SMALL LIBRARIES

INTRODUCTION

The suggestions and rules for the formation and care of a picture collection, embodied in this pamphlet, are the result of years of work with pictures. No attempt is made to cover every point that may come up. Each library using the scheme will find it necessary to adapt the rules to its own needs. On the other hand every suggestion or rule offered has been thoroughly tested and tried.

PICTURES

In this day of illustration when books, periodicals, and even newspapers and pamphlets of every description vie with each other in the abundance and quality of their illustrative material, a picture collection is unquestionably a necessary adjunct to a progressive library.

The school teacher should be supplied with pictures, not only that she may more clearly present the subject matter of the lesson, but also that she may, by means of attractive illustrations, help to interest and hold the attention of the pupil.

The club woman should be furnished with illustrative material whether she be studying the fine arts, Shakespeare, or the geography or history of some country.

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The librarian, herself, should be well supplied with pictures, that she may have material to post when she wishes to attract attention to her bird books, art books, or reference lists. When possible the collection should include such pictures as may help the special student, or the mechanic. The far-reaching influence of beautiful pictures should be constantly borne in mind. Many times the small copy of a great work of art may have an influence for good not out of proportion to the influence exerted by the original.

SELECTION

Pictures may be cut from old periodicals, from railroad and steamship guides, advertisements, discarded picture books, books of travel, etc. They may also be purchased at a reasonable cost from the firms noted below.

Care should be taken in the selection of pictures. It is useless to cut out and mount every one that comes to hand. Do not mount a picture just because it is pretty. On the other hand, consider whenever possible, whether or not a picture is attractive, a good print or a fair representation of what it attempts to illustrate.

Select sparingly pictures of people. The calls for them will be comparatively few.

Provide a generous supply of reproductions of masterpieces.

Do not duplicate pictures to any extent, unless it is expected to send them out to schools in large quan-

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tities, and there are a large number of schools to supply.

PICTURE DEALERS

Little Chronicle Co., Schiller Building, Chicago.
Cosmos Picture Co., 296 Broadway, New York.
G. B. Brown & Co., Beverly, Mass.
A. W. Elson & Co., 146 Olive St., Boston, Mass.
C. I. Hood & Co., Lowell, Mass.
Perry Pictures Co., Malden, Mass.
Earl Thompson Co., Syracuse, New York.
University Prints, 201 B Clarendon St., Boston, Mass.
Palmer Co., 50 Bromfield St., Boston, Mass.
Soule Photograph Co., Boston, Mass.

The Massachusetts Library Club has just published a pamphlet entitled, List of Photograph Dealers with Index by Countries. This list will be found helpful in every school or library that is making a picture collection. Address Miss Louisa M. Hooper, Public Library, Brookline, Mass., and enclose 15c.

CLASSIFICATION

The same reasons exist for classifying pictures as for classifying books. Pictures are even more difficult to find quickly than books, as oftentimes they do not proclaim their titles so conspicuously. They increase in numbers more rapidly than books, and are more easily misplaced. A growing collection soon becomes cumbersome and will not be used as freely as it should, unless classified and thus made easily accesible.

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RULES

Follow the scheme for classifying books, but remember with pictures to classify as closely as possible. The following directions apply to the use of either the Cutter or the Dewey classification.

Do not assign exactly the same call number to more than one picture of a given size. If pictures are of different sizes they may bear the same call number and yet no confusion result, as they are filed separately and are differentiated on the catalogue cards by the size letter. For instance, large sized portraits of Lowell may all bear the same call number,

qE q921
L95 (Cutter) or L95 (Dewey)

but must be distinguished from each other by being numbered 1, 2, 3, etc., while standard sized pictures may bear exactly the same call numbers as those on the large sized pictures, even including the numbering.

1. Famous men and women.

Classify a picture of a man in class E (Cutter) or class 921 (Dewey), taking the author number from his surname. If there are several pictures of him, give them all the same class and author numbers and number them consecutively 1, 2, 3, etc.

Classify a picture illustrating some event in the life of the man in the same number as his portrait, giving the next consecutive number to the picture if there are already others bearing the same class and author numbers.

Classify a picture of a man's home in the same

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number as his portrait, adding a lower case *h* after the figures in the author number.

In the case of an author, classify a picture illustrating a literary production in the same number as his portrait adding a lower case letter to the author number to stand for the book or poem. If the picture is one of a series, number the various pictures in the series 1, 2, 3, etc., *e. g.*

	Cutter	Dewey
Picture of Lowell	E	921
	L95	L95
Lowell's favorite walk	E	921
	L95	L95
	2	2
Lowell as a boy	E	921
	L95	L95
	3	3
Lowell's boyhood home	E	921
	L95h	L95h
Lowell's later home	E	921
	L95h	L95h
	2	2
Illustration from Lowell's	E	921
"Chippewa legend"	L95c	L95c
Second illustration from same	E	921
	L95c	L95c
	2	2

Classify pictures of groups of people in the same numbers as collective biography.

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2. History.

Classify an historical picture in the same number as a book on the subject, excepting in United States history, when it is better to classify by period than by locality as in classification of books.

Pictures illustrating a given period in United States history should be numbered consecutively, unless an author number has been assigned.

When using either the Cutter or the Dewey classification, assign author numbers to pictures of the United States, classified as above indicated, from the name of the particular state or region which they illustrate, *e. g.*

	Cutter	Dewey
Picture of Plymouth colony	F831	973.2
	M38p	M38p
Picture of New England life	F833	973.4
in the eighteenth century	N44	N44

When using the Cutter classification without the complete local list, classify an historical picture of a well-known subdivision of a country not in the United States, in the country to which it belongs and assign the author number from the name of the subdivision, *e. g.*

Picture of Poland	F54	
	P76	

3. Geography.

Classify a geographical picture in the same number as a book of travel and description. Classify very closely. The class number will often be enough, and no author number need be assigned, *e. g.*

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	Cutter	Dewey
Picture of Japan	G66	915.2

If the subdivision of a country has a class number of its own, use the subdivision class number for pictures of places in that subdivision, *e. g.*

	Cutter	Dewey
Picture of New England	G84	917.4

When using the Cutter classification without the complete local list, classify a subdivision of the United States in G83a and other subdivisions according to country. Then assign the author number from the name of the subdivision, *e. g.*

Picture of New England	G83a
	N44
Picture of South Africa	G70
	So8

Classify the individual states of the United States in their respective classes G841 to G945 (Cutter) and 917.4 to 917.98 (Dewey), *e. g.*

	Cutter	Dewey
Picture of Massachusetts	G844	917.44

When using the Cutter classification without the complete local list, classify an individual state of the United States in G83a, taking the author number from the name of the state, *e. g.*

Picture of Massachusetts	G83a
	M38

Classify a picture of a city or a town from the state or country in which it is found, and assign the author number directly from the name of the city or town, *e. g.*

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	Cutter	Dewey
Picture of Boston	G844	917.44
	B65	B65

When using the Cutter classification without the complete local list, classify a picture of a city or town in the United States, G83a; and a picture of a city or town in a well-known subdivision of some other country, from that country. Then assign the author number from the name of the state or subdivision of a country, adding a lower case letter after the figures in the author number to indicate the particular city, *e. g.*

Picture of Boston	G83a
	M38b
Picture of Warsaw, Poland	G54
	P75w

If it is desirable to bring together the pictures of any lake, river, mountain, or other place of interest not hitherto provided for in this scheme of classification, classify such pictures in the country, subdivision, or state in which the river or other such place is found and assign the author number directly from the name of the place, *e. g.*

	Cutter	Dewey
Picture of Mammoth cave	G883	917.69
	M31	M31
Picture of Romsdal Horn, Norway	G51	914.81
	R66	R66

When using the Cutter classification without the complete local list, classify a picture of a lake, river,

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mountain, or other place of interest if in a state of the United States in G83a; and if in a well-known subdivision of a country other than the United States, in that country. Then assign the author number from the name of the state, or subdivision of a country, and add a lower case letter after the figures in the author number to indicate the particular lake, river, mountain, or other place of interest.

4. Physiography and geology.

Classify all physiography and geology pictures in class Mc (Cutter), 550 (Dewey), taking the author number from the name of the physical or geological feature illustrated, *e. g.*

	Cutter	Dewey
Picture of a river	Mc	550
	R52	R52
Picture of quartz	Mc	550
	Q2	Q2

5. Botany.

Classify all botanical pictures in class N (Cutter), 580 (Dewey), assigning the author number from the name of the plant. If the picture is of some particular variety of the plant, add a lower case letter after the figures in the author number to indicate the variety, *e. g.*

	Cutter	Dewey
Picture of the fringed gentian	N	580
	G28f	G28f
Picture of the crab apple tree	N	580
	Ap5c	Ap5c

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6. Animals.

Classify a picture of an animal in class O, Ot, Pe (Cutter) 590, 595, or 598 (Dewey), assigning the author number from the name of the animal. If the picture is of some variety of the animal, add a lower case letter after the figures in the author number to indicate the variety, *e. g.*

	Cutter	Dewey
Picture of the flicker	Pe	598
	W86f	W86f
Picture of the Wapiti stag	O	590
	D36w	D36w
Picture of a milkweed butterfly	Ot	595
	B98m	B98m

7. Useful arts.

Classify a picture illustrating any one of the useful arts, in the same number as a book on the subject, avoiding too close subdivision and assigning the author number from the particular art or craft illustrated, *e. g.*

	Cutter	Dewey
Picture of haymaking	Rg	630
	H33	H33
Picture of ploughing	Ra	630
	P72	P72

8. Fine arts.

Classify a picture illustrating architecture, sculpture, painting, or drawing in the same number as a book on the subject, numbering the pictures consecu-

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tively when the artist is unknown. If the artist is known, assign the author number from his surname, adding a lower case letter after the figures in the author number to indicate the particular picture or work of art, *e. g.*

	Cutter	Dewey
Picture of Raphael's Sistine	WP	759
Madonna	R18s	R18s
Picture of Michael Angelo's	WJ	730
Moses	M58m	M58m

Pictures of works of art should be classified as such unless their usefulness in another class would justify putting them in that class. Pictures of the Pilgrims by Boughton would be more used in history than in art, so they should be classified in class F832 (Cutter) or 973.2 (Dewey).

9. Miscellaneous.

Classify pictures that are interesting and useful in language work, etc., that cannot be put in any of the above classes, in class YJ (Cutter) or 800 (Dewey) and number them.

SHELF LIST

A shelf list is indispensable in a classified picture collection, as it is the record of the call numbers of the various pictures, and must be referred to in assigning each new call number. Reference could be made directly to the shelf, except that many pictures are liable to be out at a given time. The shelf list is also useful in identifying lost pictures.

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RULES

On the top line of the card, write the class number of the picture to be shelf-listed, just as in cataloguing books.

To the left of this class number, write the letter q if the pictures to be shelf-listed on that card are large sized pictures.

Suggested picture sizes

11 inches by 14 inches	Large size	q
7⅓ inches by 9⅓ inches	Standard size	

Note—It has been found that the sizes suggested are cut from the average sheet of card board with no waste. The size generally used as standard, however, is 7x9.

On the next line in the margin, write the author number of the first picture to be shelf-listed. Between the two vertical lines and on the same line with the author number, write the number of the picture if it is numbered.

To the right of the vertical lines and on the same line with the author number, write the artist's name, inverted and in subject fulness if the picture is a work of art. Follow this by a space and the name of the picture.

If the artist is unknown, write simply the name of the picture. If it is necessary to run the entry on to successive lines, indent the first one to the second vertical line and all others to the first.

Shelf list the next picture, next on the card, skipping one or two lines if it is likely that another entry will need to be inserted between the two.

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When this card is full, start another bearing the same class letter.

These cards may need to be re-written occasionally, as shelf list sheets do when books are shelf-listed on sheets instead of cards.

In arranging the cards in the drawer, file all the cards for large sized pictures together, and then all for the standard size.

q921		
F45	1	Portrait of Eugene Field.
	2	Eugene Field and his family.
F45h		Home of Eugene Field.
F45l		Parish, Maxfield. Little peach.
F45t		—— With trumpet and drum.
F45w		—— Wynken, Blynken and Nod.

CATALOGUING

A picture catalogue is as necessary a part of a large picture collection, as a book catalogue is of the main library. Without it many pictures may be lost to the borrower. For instance a picture of Landseer's "Forester's family", classified in 750 would be quite useful to one wishing pictures of deer, but one would naturally go to 590 for animal pictures. The catalogue enters the picture not only under Landseer, but under the subject heading Deer.

The card catalogue also aids the borrower to find

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a picture quickly, as it gives the call number and size of each picture.

The picture catalogue is primarily a subject catalogue though it includes some entries under the names of artists.

RULES

As the majority of public libraries in the United States, use the Dewey classification, the call numbers on the sample cards are taken from that classification.

Enter a picture under as many subject headings as seem desirable, regardless of classification.

Indent the headings on all cards to the second vertical line, as in cataloguing books.

Write the letter q to the left of the class number when a picture is a large size.

Make as many entries on a card under a given heading as space will allow, *e. g.*

		Children
q750 M62f	1-2	Millet, J. F. Feeding her birds.
q750 Sm6f		Smith, F. W. The first love.
800	34	Children hanging up clothes.
	35	Little Red Riding Hood.
750 M94b		Murillo, Beggar boys.
900	40	Children sewing.

NOTE.—Italics on a card indicate red ink.

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Arrange the cards in the catalogue on the dictionary plan, making cross references when necessary from one heading to another, as in a book catalogue.

1. Famous men and women.

Enter a portrait of a man under his name.

If the portrait is by some famous artist, his name may be given inverted and in subject fulness before the title of the picture and separated from it by a space. As this entry fills up the card rapidly, and is not of great value, it is not often advisable to make it.

Enter pictures of the home of a man under his name.

Enter pictures illustrating a poem or story under the author's name, but if the poem or story is especially noted, enter it under its title. Then make a reference card from the name of the author to the name of the poem or story.

Enter all pictures relating to a man's life on one card when possible.

In the case of a portrait or picture relating to the life of a man, by a famous artist, enter the picture also under the artist's name. Record the picture below the entry as on the subject cards, except that the artist's name need not be repeated before the title of the picture, *e. g.*

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		Goethe, Johann Wolfgang von
q921 G55		Portrait of Goethe.
921 G55	1	Goethe and Frederica.
	2	Kaulbach, Wilhelm von. Laurel crowned at Weimar.
q921 G55h		Goethe's home at Weimar.

		Goethe, Johann Wolfgang von, see also
	Faust.	

		Faust
921 G55f	1	Faust.
	2	Margaret.
	3	Margaret in church.
	4	Closing scene.

		Kaulbach, Wilhelm von
921 G55	2	Laurel crowned at Weimar.

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2. History.

Enter an historical picture under the same subject heading as a book treating of the same subject. In United States history use subdivisions by periods.

3. Geography.

Enter a geographical picture under the same subject heading as a book treating of the same subject.

4. Physiography and geology.

Enter a physiography or geology picture under the same subject heading as a book treating of the same subject.

5. Botany.

Enter a picture of a plant, tree, or flower under the more general heading; i. e., tea rose or American beauty under the heading Roses, white pine or scrub pine under the heading Pines. If the more specific heading does not indicate the more general in its name, make a cross reference from the specific to the general; i. e., Tamaracks *see* Larches.

6. Animals.

Enter a picture of an animal under the more general heading; i. e., ruffled grouse under Grouse, red-headed woodpecker under Woodpeckers. If the more specific heading does not indicate the general in its name, make a cross reference from the specific to the general.

7. Useful arts.

Enter a picture illustrating a useful art under the

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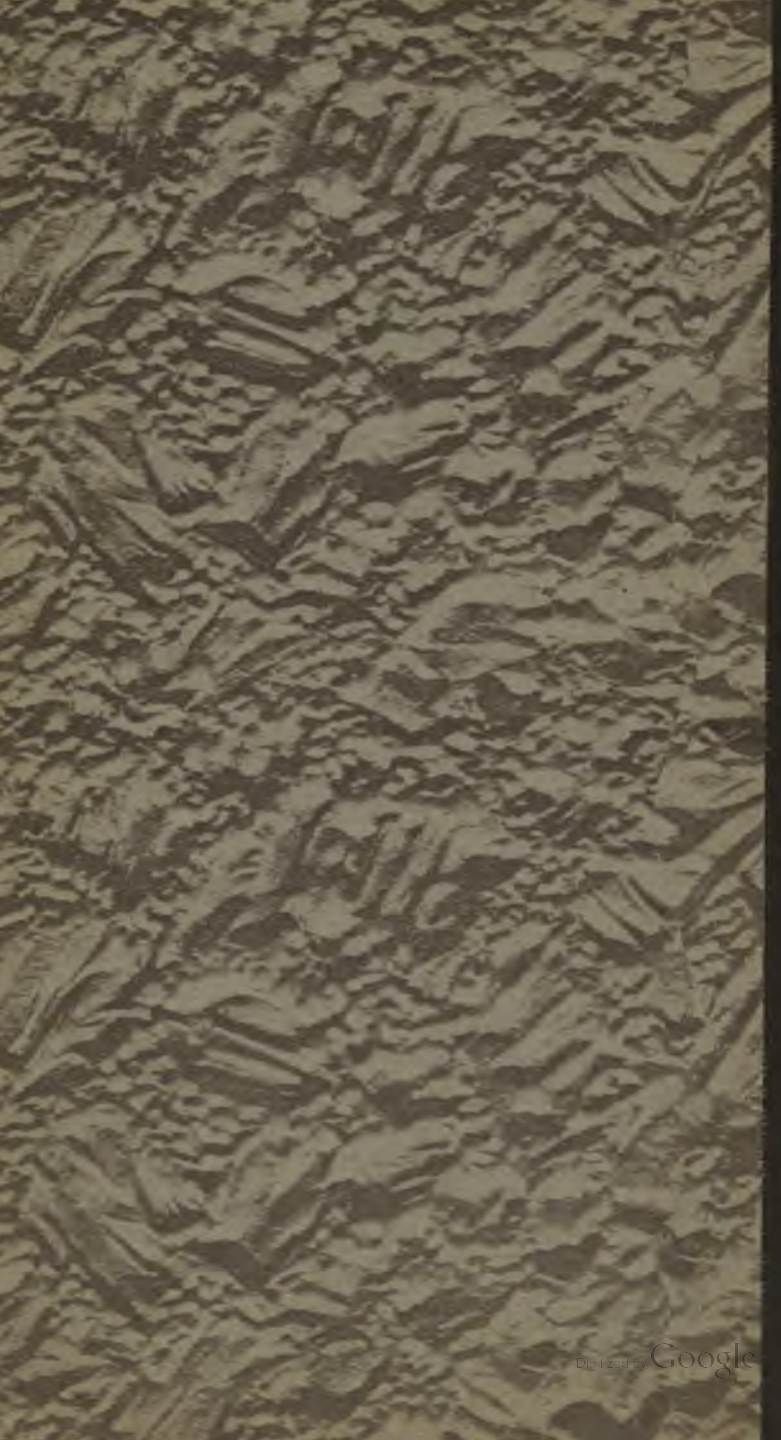
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